



## JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Petroleum Cleanup**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and supervisory work responsible for the daily operations of the Petroleum Cleanup and Compliance Program.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Coordinates and manages the Pre-Approval/Non-Program/Voluntary Cleanup portion of the Petroleum Contamination Cleanup Program and the State of Florida Cleanup Project Management Program.

Responsible for the professional quality, technical accuracy, timely completion and coordination of all designs, drawings, specifications and reports for program activities.

Assures that all services are performed in accordance with applicable statutes, rules and written Department of Environmental Protection (DEP) guidance. Establishes priorities and schedules for work activities of assigned section of division.

Assists in the planning and development of short and long range goals for the division. Assists in the preparation of the annual budget.

Performs technical review of permit applications, site plans and pollution abatement projects. Conducts on-site inspections of storage tank facilities and oversees the removal of tanks and remediation of contaminated materials and soils.

Serves as the County Liaison with Federal, State and local agencies concerning environmental issues, grants, and/or regulations. Coordinates and advises County Departments and Divisions on matters relating to storage tank issues or site contamination. Coordinates with Federal and State agencies relative to environmental programs, grants or regulations promulgated by those agencies.

Prepares and Coordinates the procurement of subcontractors to perform site rehabilitation activities at eligible State cleanup sites within Seminole County.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of applicable environmental Federal, State and County laws, regulations and codes. Knowledge of environmental permitting requirements and processes. Knowledge of the apparatus and techniques used in field and laboratory testing related to pollution abatement and resource management related issues and activities.

Considerable ability to manage and make independent judgments as to the daily activities of a Petroleum Cleanup and Compliance Program. Ability to communicate effectively both orally and in writing, with vendors, department directors, architects, engineers, contractors, management, and the general public. Ability to organize, expedite and set work priorities for program and assigned staff.

Bachelor's Degree in Environmental Engineering, or a related field and three (3) years' experience in Environmental Management operations and supervision.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The environment for this position involves some office work with field inspections. The incumbent in this classification may be required to stand or walk for prolonged periods of time while conducting inspections. The incumbent may be required to climb ladders to inspect contaminated sites. This position would be exposed to high levels of dust, dirt, fumes, noise and chemicals. Incumbents in this position must follow safety procedures carefully.